

CITY ADMINISTRATIVE OFFICER

2014-15

ORDINANCE NO. 183365

An ordinance authorizing the employment of personnel in the Office of the City Administrative Officer of the City of Los Angeles.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Employment authorization for Fiscal Year 2014-15 is hereby granted the Office of the City Administrative Officer for the designated number of positions in each code and title as provided in this ordinance.

CITY ADMINISTRATIVE OFFICER

<u>No.</u>	<u>Code</u>	<u>Title</u>
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(a) Regular Positions:

1	0010	City Administrative Officer
3	0011	Assistant City Administrative Officer
1	0748	Executive Director, Office of Public Accountability
1	1116	Secretary
2	1117-2	Executive Administrative Assistant II
2	1117-3	Executive Administrative Assistant III
1	1201	Principal Clerk
2	1223-1	Accounting Clerk I
2	1223-2	Accounting Clerk II
1	1358	Clerk Typist
8	1368	Senior Clerk Typist
1	1530-1	Risk Manager I
4	1530-2	Risk Manager II
1	1530-3	Risk Manager III
1	1538	Senior Project Coordinator
10	1541-1	Senior Administrative Analyst I
24	1541-2	Senior Administrative Analyst II
2	1552-2	Finance Specialist II
3	1552-3	Finance Specialist III
2	1552-4	Finance Specialist IV
2	1552-5	Finance Specialist V
8	1554	Chief Administrative Analyst
10	1590-2	Administrative Analyst II

<u>No.</u>	<u>Code</u>	<u>Title</u>
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(a) Regular Positions (Continued):

1	1597-1	Senior Systems Analyst I
3	1597-2	Senior Systems Analyst II
1	1620	Revenue Manager
3	1645	Risk and Insurance Assistant
1	1681-1	Utility Rates and Policy Specialist I
2	1681-2	Utility Rates and Policy Specialist II
2	1681-3	Utility Rates and Policy Specialist III
3	9184-2	Management Analyst II
5	9202-1	Senior Labor Relations Specialist I
1	9202-2	Senior Labor Relations Specialist II

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(b) To be Employed As Needed in the Numbers as Required:

0820	Administrative Trainee
1358	Clerk Typist
1368	Senior Clerk Typist
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I
1535-2	Administrative Intern II

(c) Commission Positions:

15	0108	Member, Quality and Productivity Commission
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Sec. 1.1. Upon the approval of the City Administrative Officer, any person employed in the class of Assistant City Administrative Officer, Code 0011; Chief Administrative Analyst, Code 1554; Senior Administrative Analyst I, Code 1541-1; Senior Administrative Analyst II, Code 1541-2; Finance Specialist I, Code 1552-1; Finance Specialist II, Code 1552-2; Finance Specialist III, Code 1552-3; Finance Specialist IV, Code 1552-4; Finance Specialist V, Code 1552-5; Senior Labor Relations Specialist I, Code 9202-1; Senior Labor Relations Specialist II, Code 9202-2; Administrative Analyst I, Code 1590-1; Administrative Analyst II, Code 1590-2; or Principal Project Coordinator, Code 9134, may receive salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for these classes and pay grades.

Sec. 1.2. One Assistant City Administrative Officer, Code 0011, when designated by the City Administrative Officer, to assume the additional administrative and supervisory duties of Executive Officer, shall be compensated at the fourth premium level rate above the appropriate step rate or premium level rate of the incumbent.

Sec. 1.3. Whenever the City Administrative Officer is authorized pursuant to Charter Section 1164(b) to employ a person who is retired from City service, the employee may be employed at any step within the salary range prescribed for the class that is determined by the Office of the City Administrative Officer to be commensurate with, and based upon, the extent, responsibility, and importance of the work to be assigned and the experience, skill and ability of the employee.

Sec. 1.4. Upon approval of the City Administrative Officer, an incumbent in the class of Executive Director – Office of Public Accountability, Code 0748, who elects to use his/her own vehicle on a regular basis in the performance of his/her duties in lieu of a City vehicle, shall receive a \$500 monthly car allowance payable on a bi-weekly basis.

Sec. 1.5. Effective July 1, 2012, one person employed in the class of Senior Labor Relations Specialist, Code 9202, when designated by the City Administrative Officer to perform as the Chief of the Employee Relations Division, may receive salary at any step within the salary range prescribed for the class of Chief Administrative Analyst, Code 1554, provided that such step placement results in an increase of at least two premium levels above the appropriate step rate of the incumbent. An incumbent receiving adjusted compensation under this Section shall not be eligible to receive premium level compensation under Section 1.1 above.

Sec. 2. Upon approval from the Office of the City Administrative Officer, or City Council if required pursuant to Council instruction, substitute authority positions may be filled using any class of position specified in Schedule "A" of the Los Angeles Administrative Code or approved Memoranda of Understanding (MOU). This approval shall specify the period during which the position shall be filled. The Office of the City

Administrative Officer shall maintain a record of the positions approved for filling. Whenever the Office of the City Administrative Officer requires as a condition to the filling of a substitute position that a regular position be left vacant and the vacant regular position is authorized by the Council to receive adjusted compensation provided by the Notes of Schedule "A" of Los Angeles Administrative Code Sections 4.61 and 4.72 or an approved MOU, payment of the adjusted compensation may then be made to the person employed in the substitute position if he/she is otherwise qualified to receive adjusted compensation.

Sec. 3. The appointing authority may employ persons and assign duties appropriate to the employee's classification and pay grade in any class of position specified in Schedule "A" of Los Angeles Administrative Code Section 4.61 in lieu of vacant positions in a related occupational series, including related training classes, or if not related, upon approval from the Office of the City Administrative Officer and the Personnel Department, which have been duly authorized in the appropriate department personnel ordinance or resolution of the Council, and which vacant positions have a salary or salary range equal to or higher than the salary or salary range for the class of position in which the persons are to be employed; provided, however, that at no time shall the total number of persons employed in the department, office or bureau exceed the total number of positions authorized. Whenever the class of position to be left unfilled as a condition to the filling of a position in accordance with this section is authorized by the Council to receive adjusted compensation provided by the Notes of Schedule "A" of Los Angeles Administrative Code Sections 4.61 and 4.72, payment of the adjusted compensation may then be made to the person employed in accordance with this section if he/she is otherwise qualified to receive adjusted compensation.

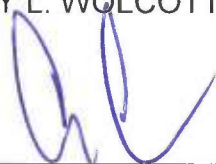
Sec. 4. The personnel authority contained in this ordinance shall be limited by the amount of money available on the records of the Controller for the payment of salaries and wages in the appropriate departmental account.

Sec. 5. Pursuant to the provisions of Charter Section 252, this ordinance shall become effective upon its publication and shall remain operative until superseded by ordinance.

Sec. 6. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of JAN 07 2015.

HOLLY L. WOLCOTT, City Clerk

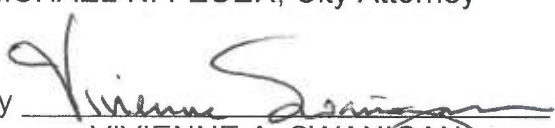
By  Deputy

Approved JAN 13 2015


Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE A. SWANIGAN
Assistant City Attorney

Date 12/4/14

File No. 14-1700

DECLARATION OF POSTING ORDINANCE

I, MARIA VIZCARRA, state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

Ordinance No. 183365 – 2014-15 Departmental Personnel Ordinance – CITY ADMINISTRATIVE OFFICER - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on **January 7, 2015**, and under the direction of said City Council and the City Clerk, pursuant to Section 251 of the Charter of the City of Los Angeles and Ordinance No. 172959, on **January 16, 2015** I posted a true copy of said ordinance at each of the three public places located in the City of Los Angeles, California, as follows: 1) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; 2) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; 3) one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Copies of said ordinance were posted conspicuously beginning on **January 16, 2015** and will be continuously posted for ten or more days.

I declare under penalty of perjury that the foregoing is true and correct.

Signed this **16th** day of **January, 2015** at Los Angeles, California.



Maria Vizcarra, Deputy City Clerk

Ordinance Effective Date: **January 26, 2015**

Council File No. **14-1700**